

# Administrative Support Staff

*Joan Reed, Administrative Secretary & Margo Densley, Secretary*



The Administrative Support Staff for the State Fire Marshal's Office includes *Joan Reed, Administrative Secretary* and *Margo Densley, Executive Secretary*. These two ladies are the foundation personnel that the SFMO staff relies on. We are indebted to them for the smooth operation of the office.



Joan and Margo handle multiple tasks for the office including screening and routing of telephone calls, processing incoming and outgoing mail, greeting and directing people



who come into the office. They prepare reimbursement requests for in state and out of state travel, record and transcribe the minutes for the Fire Prevention Board and Liquefied Petroleum Gas Board meetings. They issue licenses and certificates for concerns and individuals engaged in servicing portable fire extinguishers and automatic fire suppression systems. Data for the Hotel/Motel Fire Safety Act master list is updated. Another vital role is the preparation and maintenance of payroll records for the State Fire Marshal's Office.

Fireworks importer/wholesalers, special effects operators and display operators are issued licenses and certificates. Businesses, companies and individuals regulated by the State Fire Prevention Board and the State LP Gas Board are also issued licenses and certificates. Fees related to these programs are collected, logged and submitted to the Department of Public Safety Fiscal Office. Maintenance of the database for these programs is an important function as well.

